IO7 – Survival guide for NGO Founding and Funding

5th Project meeting
March 23-25, 2021
Permacultura Cantabria

cantabria perma cultura

NGEnvironment

Foster European Active Citizenship and Sustainability
Through Ecological Thinking by NGO's

Erasmus+ Programme - Strategic Partnership
AGREEMENT Nº:
2018-1-DE02-KA204-005014

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Module 1

General considerations

❖Type of material: Digital publication (online guide or interactive pdf), 50 pages maximum

❖Target group: NGO leaders and staff members (actual and potential)

❖Main goal: This output will specifically provide aid to citizens willing to create their own NGOs or to take part of an existing one in an educated way.

❖It will consist of a step-by-step guide explaining all legal and practical requirements needed to found and manage an NGO. It will also suggest funding mechanisms and provide important "survival" tips from experienced leaders. Up-to-date support for new NGO leaders.

❖Contents will be adapted to the reality and legal context of each country and the document will be available in all partners' languages

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Module 1

Division of work/tasks

❖ Led by Permacultura Cantabria.

❖ PC has conducted field research to verify current information and difficulties of NGOs. PC provided a framework to partners by end of January 2021(M29)

❖ PC has provided a research framework to identify the NGO needs in every country, that is similarly being addressed by the partners in their countries.

❖ PC has also prepared a guideline for partners to provide information about specific topics related to NGOs in their countries (legal framework, etc.).

❖ Deadline to provide the information by partners is March 31.

❖ PC will collate information and present a final version in English at the final conference (June/July). Adjustments to each country's reality and translations will be made between months 34 and 36.

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Module 1

Allocation of budget

❖PC → 32 research and 8 technical days to prepare research framework, conduct research, collate data from the various countries and contribute to Spain translation.

❖Partners → 8 research days and 4 technical days to conduct research, adjust contents to country's reality and translate contents.

❖No budget for layout

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IO3 – Training package for social and green NGO leadership–
Module 1

Research about main needs and challenges of NGOs in partners' countries

❖ **Future challenges**

❖ **Main needs:**

➢ Training

➢ Communication

➢ Financial sustainability

➢ Legal needs

❖ **Guide: Main needs of NGOs in Spain (research in Spain)**

❖ **Partners' research**

   ❖ Search for some study or report in your country

   ❖ Ask your NGO network

   ❖ Include links to online reports and/or bibliography

   ❖ Follow the structure of Spanish example

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IO3 – Training package for social and green NGO leadership –
Module 1

Research on NGOs needs received from partners

❖PC has received the following research from partners:

  ✓ Romania

  ✓ Portugal

  ✓ Italy

  ✓ Germany

  ✓ Greece

❖Still missing:

  ✓ Malta

  ✓ Ireland

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Module 1

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Research on legal framework and other topics in each country
IO7 Table of contents proposal

	Chapter name	Contents	Max number of characters (without spaces)	Notes	Who
1	Introduction	Purpose of the manual	1,000		*Permacultura*
2	What is an NGO?	• Concept of NGO • Characteristics of NGOs • Principles: Legitimacy, Accountability, Transparency	6,000	• *Definition of NGO by United Nations* • *Include some video link* •	*Permacultura*
3	Types of NGOs	• Classification of NGOs	1,500		*Permacultura*
4	Legal framework	Regulation of NGOs in your country • *Legislation* • *Main characteristics of the legal types of organization (definition, when one of these organisations is NGO)* • *Tax incentives regulated by law* • *Regulation of volunteering*	7,000	• *It is important to search for the legislation that regulates the types of organizations, like associations, foundations, etc., but also the laws that regulates the tax regime, and volunteering* • *Search if there is any volunteering platform or information website* *The Spanish text is completed as an example*	All partners
5	Start and sustain an NGO	• *Key components to start an NGO (vision and mission, addressing community needs, three pillars of sustainability, committed leadership, relationships with stakeholders, diversity in funding sources, training*	5,000		*Permacultura*
6	Stablishing values, vision and mission	• How to stablish values, mission, vision • Alignment with Sustainable Development Goals	3,500	• *Links to the SDGs and guides to align goals with SDG*	*Permacultura*

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IO3 – Training package for social and green NGO leadership–
Module 1

IO7 Table of contents proposal

7	People in an NGO	• Values that define the member of an NGO • Types of participation in an NGO • Manuals to manage people (staff and volunteers) in NGOs • Codes of ethics and conduct for staff	3,500	• *All partners: Search for manuals in your language (if there is any) that can help to manage the human resources and volunteers in an NGO* • *It includes links to codes of ethics and conduct of some organization as examples*	*Permacultura* <mark>*All partners*</mark>
8	Importance of leadership and demand for results-oriented leadership	• Social leadership • Competencies of NGO leaders • Management skills • Social demand for greater accountability • What is results-oriented, importance and benefits	5,000		*Permacultura*
9	Principles of transparency and good practices	• Principles of transparency and good practices – Code of ethics and conduct for NGOs • Transparency and good practices audit	5,000	• *All partners: search for some "Code of conduct for NGO" and manual in your country, if there is any, and complete the section* • *All partners search for organizations that audit transparency and good practices of NGOs in your country. Complete section "Audit organizations in your country"*	*Permacultura* <mark>*All partners*</mark>
10	The three pillars of sustainability: planning, management, evaluation	• Planning: strategic planning, project planning • Evaluation • Management: tasks, Financial management			*Permacultura*

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IO3 – Training package for social and green NGO leadership–
Module 1

IO7 Table of contents proposal

11	Fundraising	- Donation - Membership fee - Crowdfunding - Income-generating activities - Subsidies/ grants: European and other funding sources - Collaboration NGO-Business - Corporate social responsibility (CSR)	11,000		Permacultura
12	Collaborative approach in NGOs	- Collaborative approach - Why do NGOs collaborate - Good practices	3,500		Pernacultura
13	Communication	- Communication plan - Web contents and landing page: importance, Check list of web contents, website structure - Managing social media accounts - Measure the impact of communication	13,000		Permacultura
14	Steps to create an association	- Give a name to your association - Organizational structure: board of directors, executive director, general assembly, staff members. - Bylaws - Registration of the association - Request the social interest for your association - Tax obligations and exemptions - Comply with data protection law - Other resources	11,000	All these aspects depend on the legislation in every country. You will have to search for tax obligations and data protection in your country (some guide for data protection in your language) Spanish situation is included as an example In other resources you can include manuals or guides for creating associations, other legislation, helpful websites for legal advice, etc.	All partners

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IO3 – Training package for social and green NGO leadership–
Module 1

Other partners' research

❖**Chapter 4:** Legal framework – Regulations of NGOs in partners' countries

  ❖Search for the legislation that regulates the types of organizations, like associations, foundations, etc.,

  ❖Search for the laws that regulates the tax regime of these entities,

  ❖Search for regulation of volunteering

  ❖Search if there is any volunteering platform or information website

  ❖The Spanish text is completed as an example

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Module 1

Other partners' research

❖ Chapter 7: People in an NGO

 ❖ Search for manuals in your language (if there is any) that can help to manage the human resources and volunteers in an NGO

 ❖ Search for codes of ethics and conduct for staff of some organization as examples

 ❖ The Spanish text is completed as an example

❖ Chapter 9: Principles of transparency and good practices

 ❖ Search for some "Code of conduct for NGO" in your country

 ❖ Search for organizations that audit transparency and good practices of NGOs in your country.

 ❖ The Spanish text is completed as an example

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Module 1

Other partners' research

❖ Chapter 11: Fundraising

   ❖ Donation

   ❖ Membership fee

   ❖ Crowdfunding

   ❖ Income-generating activities

   ❖ Subsidies/ grants: European and other funding sources: Please, provide some more information about European Funds that are not included in the text.

   ❖ Collaboration NGO-Business - Corporate social responsibility (CSR)

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Module 1

Other partners' research

❖ **Chapter 14**: Steps to create an association

  ❖ All these aspects depend on the legislation in every country.

  ❖ Search for legislation, procedures, tax obligations and data protection in your country. Some guideline or reference links would be useful.

  ❖ In other resources you can include manuals or guides for creating associations, other legislation, helpful websites for legal advice, etc.

  ❖ Spanish situation is included as an example

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IO3 – Training package for social and green NGO leadership –
Module 1

Research on legal framework and other topics received from partners (guideline)

❖PC has received the following information from partners:

- ✓ Portugal

- ✓ Italy

- ✓ Greece

- ✓ Ireland

❖Still missing:

- ✓ Romania

- ✓ Germany

- ✓ Malta

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Module 1

Current state

❖ Research on needs is perfect

❖ Research on the guideline:

    ❖ Most countries have the figure of association as the best to create an NGO

    ❖ I will send an email to FIPL to ask for some more specific aspects.

❖ Still missing:

    ✓ Romania

    ✓ Germany

    ✓ Malta

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Module 1

Next steps

❖Deadline March 31

❖The final version of the IO7 has to be finished and translated to all languages on June 30th.

❖After that we will prepare the 8 versions of the guide, including the different aspects in each country.

❖Deadline for these 8 versions April 30.

❖Deadline for translations to partners languages June 11

❖Corrections and final versions June 30

❖We have made a kind of layout. I will send it to you tomorrow to get your opinion

Thank you very much for your attention!

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